

March 23, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-77
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Job Corps Executive Management Program

1. Purpose. To announce the availability of Fellowships leading to a 1) Master of Science in Management or 2) Master of Science in Information Systems through the Job Corps Executive Management Program (JCEMP) provides admission standards for applicants, and to outline the application process.

2. Background. The Congress has earmarked funds to develop a specialized Executive Master of Science Degree in Management for Job Corps line and middle management staff. Subject to confirmation of funding, it is anticipated that the next cohort will be **20** Fellows, **10** in each graduate degree program (Master of Science – Management or Master of Science – Information Systems). The Job Corps Executive Management Program will be located at, and administered by, Minot State University's College of Business.

The program will consist of online instruction with eight weeks of on-campus instruction. The first contingent of 10 students began this program during spring semester of 2001. Since this time more than 97 fellows have participated in the program.

Fellows will attend an on-campus three-day orientation session. The session will orient the students to the MSM or MSIS program, the online delivery system, and faculty teaching in the program. The Fellows will return to their homes/centers to complete the courses online. The Fellows will be operating from their home locations, with their employers' agreements' that time will be made available for them to work on the distance learning courses. The fall semester (2010) will consist of 12 credit hours (four classes) to be delivered online. The spring semester (2011) will consist of 12 credit hours (four classes) to be delivered online. The Fellows will return to MSU campus for summer semester (2011) where they will complete three on-campus courses leading to the completion of the degree and graduate certificate.

The 2010-2011 JCEMP will consist of 33 credits of graduate classes delivered through a combination of in-residence courses at MSU and distance learning education developed and managed by MSU. The 2010-2011 JCEMP will allow the student to earn a master's degree along with a Graduate Certificate in Knowledge Management. The program will begin with courses provided by distance learning, which allows the Fellows to perform their studies while at home and at their respective Job Corps centers. This method of delivery affords Job Corps staff from all Job Corps regions easy access to the program. During the single 8-week in-residence session, Job Corps Fellows will complete their studies at the MSU campus in Minot, ND.

This program addresses the Department of Labor's need for the development of potential Job Corps Center Directors and senior staff, and directly correlates to the Department's "succession management" initiative. The program will provide a quality, graduate educational experience for current and future Job Corps leaders through education and training that combines theory, advanced practical business concepts, and the applied aspects unique to the Job Corps system.

The program covers tuition, student accommodations, and textbooks, but does not cover transportation to and from the University, nor food during the summer semester. The applicant's current Job Corps employer will absorb these costs. The applicant agrees to reimburse his/her current Job Corps employer for these costs if he/she voluntarily or involuntarily fails to complete the program.

Potential applicants for these Fellowships may wish to note that in the criteria for selection, emphasis is placed on applicant career growth opportunities within the Job Corps program. Applicants should demonstrate high levels of academic and management potential, and a long-term commitment to Job Corps. In order to ensure fair representation and to provide application reviewers with a manageable number of applications, **each region should submit no fewer than six but no more than ten applications for each degree program.** We encourage those canvassing for potential applicants to seek out individuals whose potential within Job Corps is particularly noteworthy. It should also be noted that applicants should not already be at the Senior Management level, nor located in corporate offices or parent federal agency offices. The purpose of the Grant is to offer exceptional line and middle management staff at the Job Corps centers and/or Outreach and Admissions/Career Transition Services (OA/CTS) Offices the opportunity for future advancement, thus enhancing the Department's "succession management" initiative.

3. Eligibility for Fellowships. Successful applicants will receive a Fellowship that covers all tuition and textbooks during the entire program, as well as student room costs and basic student supplies while in residence at MSU.

Minot State University eligibility requirements include:

- a. Applicants must possess a Baccalaureate Degree from a regionally-accredited educational institution.
- b. Applicants must have a minimum undergraduate grade point average of at least 2.75 (scale of A = 4.0).

- c. Applicants *must not* be in default on a *federal student loan* or can show satisfactory arrangements to repay it.
- d. Male applicants must be registered with the Selective Service.
- e. Additional requirements apply to international students. See the following link for specific information:

http://www.minotstateu.edu/international/checklist_int_003.shtml

In addition to the eligibility requirements listed above, National Office of Job Corps has established the following eligibility requirements:

- a. The applicant has been employed in a Job Corps position for at least the past 2 years.
- b. The applicant works at a Job Corps center or OA/CTS office in a position which is no higher than middle management level. Also, Federal staff working on Civilian Conservation Centers (CCCs) will be permitted to participate since funds appropriated to these activities are provided from operational program funds, just the same as contract center funds. The restriction that bars Federal employees from participating applies only to Department of Labor staff and parent agency staff who are not directly employed on a center or at an OA/CTS office.

4. Application Timeline.

- a. All applicants must submit two complete copies of their Employers Letter of Support and Service Commitment form to their respective Job Corps Regional Offices by May 15, 2010.
- b. The Regional Office will perform an initial screening and qualifications check of each applicant.
- c. Qualified applicants are to be forwarded to Ms. Patricia Rivers, Program Manager, Dallas Regional Office of Job Corps, 525 Griffin St., Rm. 403, Dallas, TX 75202, no later than June 15, 2010. Each Regional Office will notify applicants if their application was submitted for further consideration or return the application with a brief explanation of why it was not.

Ms. Rivers, in association with professional educators from MSU, will screen candidates to ensure qualifications and equitable distribution of Fellowships amongst regions. Upon completion of her initial screening, Ms. Rivers will ensure that qualified applications are forwarded to the selection committee at MSU by June 30, 2010.

MSU will inform the National Office of Job Corps of the outcome of the applications no later than July 15, 2010. Successful applicants will be notified of their acceptance by July 25, 2010.

5. Application Contents.

Students will complete their applications online. The online application can be found at <http://www.minotstateu.edu/graduate/>. Each Regional Office will verify that items **b.** **and c.** have been received by them and will forward the information to the University.

- a. Complete the online Graduate School Application. Read the instructions thoroughly when working through the online form. The following items are required as part of the online application package:
 - i. Applicants must have a minimum undergraduate grade point average of at least 2.75 (scale of A = 4.0) before they can be admitted to this program. Students without this requirement must appeal to the Director of JCEMP and receive special written permission to be considered for admission.
 - ii. A 1,500-word autobiography in which applicants address their professional backgrounds, career goals, how this program fits into their career goals, and their management philosophies. Autobiographies will measure applicants' organizational and writing skills.
 - iii. A current resume.
 - iv. Official scores for the GRE or GMAT exams for MSM applicants should be sent to the MSU Graduate School. MSIS applicants **are not** required to take the GRE or GMAT exams.
 - v. All official college, university, and professional school transcripts from regionally-accredited educational institutions must be submitted directly from their university records office to: Lindsey VanThuyne, Graduate School, Minot State University, 500 University Avenue W., Minot, ND 58707.
 - vi. Three letters of recommendation must be included in the application packet. These letters should be completed by persons familiar with the applicant's academic and/or professional achievements. Instructions about how to request these letters are addressed in the online application. The recommendation providers can either provide the information electronically or by using a printed recommendation form. Those who prefer to send a paper recommendation via the mail should complete and send the information to Lindsey VanThuyne, Graduate School, Minot State University, 500 University Avenue W., Minot, ND 58707 in a *sealed envelope*.
 - vii. Upload statement indicating you are applying for the JCEMP (see Attachment D).
 - viii. Immunization records *must* be included in application packet.

- ix. Applicants to this program are required to remit an application fee of \$35.00.
 - b. Employer’s Letter of Support, stating that the duties, responsibilities, and additional costs of the participant will be absorbed by the employer at no additional cost to the government. The letter should also state that the employee’s position in the organization will not be compromised by their participation in the Master’s Program. Faxed or e-mailed copies are acceptable (see Attachment B for sample format). As stated above, this information should be sent to the appropriate Regional Office.
 - c. The applicant has signed a service commitment with the Job Corps family for a period of no less than 2 years after issuance of the Master of Science in Management or Master of Science in Information Systems degree (see Attachment C for sample format). Faxed or e-mailed copies to the Regional Office are acceptable.
6. Action. Regional Directors should inform all eligible staff of this Fellowship and invite them to request additional information and prepare applications for admission.
7. Expiration Date. June 1, 2010
8. Inquiries. Questions should be directed to:

Ms. Patricia Rivers, Program Manager
 Dallas Regional Office of Job Corps
 525 Griffin St., Rm. 403
 Dallas, TX 75202
 Telephone: (972) 850-4111
 Fax: (972) 850-4101
 E-mail: rivers.pat@dol.gov

or

Dr. Lori J. Willoughby, JCEMP Director
 Minot State University
 500 University Avenue West
 Minot, ND 58707
 Telephone: (701) 858-3314
 Fax: (701) 858-3295
 E-mail: lori.willoughby@minotstateu.edu

Attachments

- A – Special Guidelines for Completing the Job Corps Executive Management Program Application Form
- B – Format for Employer’s Letter of Support
- C – Format for Applicant’s Service Commitment
- D – Format for statement to be uploaded indicating you are going to be in the JCEMP.